



THE E-WAVE!

The E-Newsletter for E-filers

US District Court for
the District of Utah

Volume 1
October 2005

Note from the Clerk's Office

Welcome to the first edition of our newsletter. This newsletter will be produced periodically to update all of our e-filers on news that applies to CM/ECF. We will also provide tips and reminders to help your electronic filing experience be a pleasant one. Please share this information with all of your support staff who assist with filing in CM/ECF.

Electronic filing is on the rise! We have now received well over 880 electronically filed documents and have registered over 300 attorneys as e-filers. The mandatory date for electronic filing in criminal cases is November 1, 2005. The mandatory date for electronic filing in civil cases will be: February 1, 2006 for all firms with over 20 attorneys and May 1, 2006 for all other attorneys. If you have support staff or know of attorneys who need training have them contact Krysta at 801-524-6146 or via e-mail at krysta_arnier@utd.uscourts.gov.

Certificates Of Service - How Do I Serve The Parties?

The Court is seeing many Certificates of Service being prepared showing that attorneys were served electronically even though they are **NOT** e-filers. Parties that are not e-filers must be served with paper conventionally. Electronic service is only valid for parties that are registered as E-filers. Encourage opposing counsel to register, so you can serve them electronically.

Motion To Review Detention - Why Haven't I Received A Ruling?

Motions to Review Detention are to be ruled upon by the magistrate judge who made the initial detention decision. A copy of the motion should be sent directly to the magistrate for their review as CM/ECF does **NOT** notify them of the filing of the document. A copy may be delivered on paper or e-mailed to chambers in pdf format.

Update Your Administrative Procedures Often

The Administrative Procedures do change as the Court adapts to the changes that are occurring with electronic filing. Please be familiar with these procedures as they are your guidelines for e-filing and submitting other documents. Update your copy often at <http://www.utd.uscourts.gov/documents/utahdraftadminproc.pdf>

Electronic Documents Filed

July.....25

August.....293

September.....563

Observations from the Help Desk

- ✓ Filers are not providing descriptions when docketing their exhibits/ and/or attachments
- ✓ Filers are forgetting their electronic signatures or the s/Attorney Name on their document
- ✓ Filers are not using the events lists to select the event that most closely relates to their filing. The events lists can be found at <http://www.utd.uscourts.gov/cmecf/documents/events.htm>

When And How Do I Send An E-mail To A Judge?

The Administrative Procedures carefully outline the items that are to be e-mailed to chambers and provide users with the e-mail information for all chambers. The Administrative Procedures can be located at <http://www.utd.uscourts.gov/documents/utahdraftadminproc.pdf>. Page 7 outlines documents that are required to be filed on paper and filings where the parties are required to provide the judge with a paper courtesy copy. Page 8 outlines the submission of proposed documents including the requirement that a copy be mailed to chambers in WordPerfect format for review. If your firm uses Word please see the following web page for instructions on how to save in WordPerfect format http://www.utd.uscourts.gov/judges/Saving_in_WordPerfect_format.pdf.

NOTE: documents that were not filed on paper are still not filed electronically nor e-

mailed to chambers, ie: Notice of Depositions and Initial Disclosures.

Frequently Asked Questions

How do I file a Witness List? and Why can I file an Exhibit List and not a Witness List?

Answer: The Judicial Conference policy requirement for documents in criminal cases now lists the Witness list as a sealed document. You must file the Witness List conventionally in paper like any other sealed document.

Remember to check out our Frequently Asked Questions page at <http://ors.utd.uscourts.gov/cgi-bin/wonderdesk/wonderdesk.cgi?db=faq&uid=default>

New Event in Criminal

There is now an event called Sentencing Memorandum under Other Documents in criminal. Attorneys can use this rather than the "Memorandum not to motion" event.

District Court Web Site Contains Valuable Resources

If you have not taken the time to visit the District Court's website, you are missing out on valuable resources.

The website contains a section specifically devoted to CM/ECF information and resources. We have made available for download all of the materials that are handed out during training sessions. Check it out at <http://www.utd.uscourts.gov>